SFA C	FO HQ.mpp	Task Or	rder #25, D	OEd SFA						
						lo	000 Qtr 4, 2000	Qtr 1, 2001	Qtr 2, 2001	Qtr 3, 2001
ID	WBS	Task Name	Days	% Complete	Start			Jan Feb Mar	Apr May Jun	Jul Aug Se
1	1	Task Order #25 - SFA CFO HQ	226.5 d	11%	Tue 10/3/00	Mon 8/27/01				V
2	1.1	Phase 1 - Planning	39 d	49%	Mon 10/23/00	Fri 12/15/00				
3	1.1.1	Site Visits for Best-in-Practice EDM (1.1)	12.57 d		Fri 11/10/00	Thu 11/30/00				
4	1.1.2	Develop Organization Communication Plan	39 d	58%	Mon 10/23/00	Fri 12/15/00				
5	1.1.2.1	Write Comm. Plan	9 d		Mon 10/23/00	Fri 11/3/00				
6	1.1.2.2	Provide customer with list of info. items required for Comm. Plan	2 d		Fri 11/3/00	Mon 11/6/00	<u> </u>			
7	1.1.2.3	Incorporate information provided by customer	6 d		Mon 11/6/00	Mon 11/13/00	•			
8	1.1.2.4	Conduct internal review of Comm. Plan	1 d		Tue 11/14/00	Tue 11/14/00				
9	1.1.2.5	Incorporate internal review comments in Comm. Plan	1 d		Wed 11/15/00					
10	1.1.2.6	Perform final editing of Comm. Plan	2 d		Wed 11/15/00	Fri 11/17/00				
11	1.1.2.7	Deliver Communication Plan to SFA (1.2)	0 d		Fri 11/17/00	Fri 11/17/00	<u> </u>			
12	1.1.2.8	SFA REVIEW OF COMM. PLAN AND PROVIDE COMMENTS, IF NEEDED	10 d		Mon 11/27/00	Fri 12/8/00				
13	1.1.2.9	Incorporate SFA comments and redeliver Comm. Plan	5 d		Mon 12/11/00	Fri 12/15/00				
14	1.1.3	Develop Project Plan (PP) & WBS	35 d		Fri 10/27/00	Fri 12/15/00				
15	1.1.3.1	Write PP	13 d		Fri 10/27/00					
16	1.1.3.2	Provide customer with list of info. items required for PP	5 d		Wed 11/8/00		•			
17	1.1.3.3	Incorporate information provided by customer	4 d		Wed 11/15/00					
18	1.1.3.4	Conduct internal review of PP	1 d		Mon 11/20/00					
19	1.1.3.5	Incorporate internal review comments in PP	3 d		Mon 11/20/00					
20	1.1.3.6	Perform final editing of PP	1 d		Fri 11/24/00					
21	1.1.3.7	Deliver PP to SFA (1.3)	0 d		Mon 11/27/00					
22	1.1.3.8	SFA REVIEW OF PP AND PROVIDE COMMENTS, IF NEEDED	10 d		Mon 11/27/00	Fri 12/8/00				
23	1.1.3.9	Incorporate SFA comments and redeliver PP	5 d		Mon 12/11/00	Fri 12/15/00	ı			
24	1.2	Phase 2 - Requirements	205.5 d		Tue 10/3/00	Fri 7/27/01				
25	1.2.1	Plan Requirements Gathering	33.5 d			Mon 11/20/00				
26 27	1.2.1.1	Conduct Phone Interviews Submit List of Potential SFA Personnel for Regts Interviews to SFA	12 d		Tue 10/3/00 Tue 10/31/00	Thu 10/19/00 Wed 11/1/00				
28	1.2.1.3	Coordinate Interviews with SFA HQ Personnel	12 d		Wed 11/1/00	Fri 11/17/00	<u> </u>			
29	1.2.1.4	Refine Database for Managing SFA RMS Requirements	12 d		Mon 11/6/00	Mon 11/20/00				
30	1.2.1.4	Develop/Revise Database for Managing Interview Responses	9 d		Mon 11/6/00	Fri 11/17/00				
31	1.2.1.6	Develop/Revise Database for Managing Interview Responses Develop and Finalize Requirements Questionaire	7 d		Tue 10/17/00	Thu 10/26/00	_ =			
32	1.2.1.7	Email Requirements Questionaire to SFA HQ Personnel	7 d		Fri 11/3/00	Fri 11/3/00	-			
33	1.2.1.7	Present Requirements Management Approach to SFA HQ Lead	10 d		Fri 11/3/00	Fri 11/17/00				
34	1.2.2	Conduct Requirements Gathering	34 d		Tue 10/31/00					
35	1.2.2.1	Receive Completed Questionaires Response from CFO Personnel	34 d		Tue 10/31/00					
36	1.2.2.1	Conduct Requirements Interviews with SFA HQ Personnel	27 d		Thu 11/9/00					
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ID	WBS	Task Name	Days	% Comple	ete Start		Sep Oct Nov	Dec Jan Feb Mar	Apr May Jun	Jul Aug Se
37	1.2.2.3	Email CFO Office Requirements for Validation by CFO Personnel	1 d	04	% Fri 11/24/00	Mon 11/27/00				
38	1.2.3	Develop Doc Mgmt Policies and Procedures Manual	15 d	09	% Tue 1/2/01	Wed 1/24/01				
9	1.2.3.1	Deliver Doc Mgmt Policies & Procedure Manual (2.1)	0 d	00	% Tue 1/2/01	Tue 1/2/01				
0	1.2.3.2	SFA REVIEW OF DOC MGMT POL & PROCED MANUAL, IF NEEDED	10 d	0	% Tue 1/2/01	Wed 1/17/01				
1	1.2.3.3	Incorporate SFA Comments and Redeliver Manual	5 d	00	% Wed 1/17/01	Wed 1/24/01				
2	1.2.4	Develop Requirements Specification	16 d	09	% Tue 1/16/01	Wed 2/7/01				
3	1.2.4.1	Deliver Requirements Specs (2.2)	0 d	00	% Tue 1/16/01	Tue 1/16/01				
4	1.2.4.2	SFA REVIEW OF REQUIREMENTS SPECS, IF NEEDED	10 d	00	% Wed 1/17/01	Wed 1/31/01				
5	1.2.4.3	Incorporate SFA Comments and Redeliver Requirements Specs	5 d	04	% Wed 1/31/01	Wed 2/7/01				
6	1.2.5	Conduct Imaging/Scanning	182 d	20	% Mon 11/6/00	Fri 7/27/01	V			V
7	1.2.5.1	Select Imaging Vendors	28 d	429	% Mon 11/6/00	Fri 12/15/00		$\overline{}$		
8	1.2.5.1.1	Research Vendors/Companies	12 d	909	Mon 11/6/00	Wed 11/22/00				
9	1.2.5.1.2	Schedule Presentations	3 d	0,	% Thu 11/16/00	Tue 11/21/00	1			
0	1.2.5.1.3	Conduct Presentations	2 d	0,	% Tue 11/28/00	Thu 11/30/00		1		
1	1.2.5.1.4	Request Proposals	1 d	09	% Wed 11/29/00	Thu 11/30/00				
2	1.2.5.1.5	Obtain Vendor Proposals	1 d	0,	% Wed 12/6/00	Thu 12/7/00		1		
3	1.2.5.1.6	Evaluate Proposals	6 d	0,	% Thu 12/7/00	Fri 12/15/00				
4	1.2.5.1.7	Select Imaging Vendor of Choice	1 d	0	% Thu 12/14/00	Fri 12/15/00				
5	1.2.5.2	Document Imaging Processes and Procedures (NOT YET FUNDED)	144 d	09	% Tue 1/2/01	Fri 7/27/01				
'4	1.2.6	Develop Recommended Alternatives	71 d	09	% Wed 11/1/00	Wed 2/14/01		<u> </u>		
5	1.2.6.1	Draft Evaluation Criteria	20 d	0	% Wed 11/1/00	Thu 11/30/00		ь I		
6	1.2.6.2	Get IPT Approval of Evaluation Criteria	1 d	0,	% Thu 11/30/00	Fri 12/1/00				
77	1.2.6.3	Research Alternatives Based on Approved Criteria	6 d	09	% Fri 12/1/00	Fri 12/8/00		<u>L</u>		
78	1.2.6.4	Draft Evaluation White Paper	5 d	0	% Mon 12/11/00	Fri 12/15/00		<u>L</u>		
79	1.2.6.5	Draft Alternatives Briefing	4 d	0,	% Mon 12/18/00	Thu 12/21/00		<u>L</u>		
30	1.2.6.6	Dry-run Briefing Presentation to EDS Mgmt.	1 d	09	% Fri 12/22/00	Fri 12/22/00		Ă		
31	1.2.6.7	Finalize Alternatives Briefing	14 d	0	% Tue 12/26/00	Tue 1/16/01		<u> </u>		
32	1.2.6.8	Present Alternatives Briefing to SFA HQ (2.3)	0 d	0,	% Tue 1/16/01	Tue 1/16/01				
33	1.2.6.9	SFA DECISION ON COMPLETE SOLUTION	9 d	0	% Tue 1/16/01	Mon 1/29/01				
84	1.2.6.10	Evaluate Impact of Solution on Remaining SFA	5 d	0	% Mon 1/29/01	Mon 2/5/01				
85	1.2.6.11	Submit Task Order Modifications, If Needed	1 d	0	% Mon 2/5/01	Tue 2/6/01				
36	1.2.6.12	Approve Task Order Modifications	5 d	0	Wed 2/7/01	Wed 2/14/01				
37	1.2.7	Develop Design Specification	15 d	09	% Thu 2/15/01	Fri 3/9/01				
38	1.2.7.1	Deliver Design Specs (2.4)	0 d	0	% Thu 2/15/01	Thu 2/15/01				
89	1.2.7.2	SFA REVIEW OF DESIGN SPECS, IF NEEDED	10 d	0	% Thu 2/15/01	Fri 3/2/01				
90	1.2.7.3	Incorporate SFA Comments and Redeliver Design Specs	5 d	09	% Fri 3/2/01	Fri 3/9/01				
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ID	WBS	Task Name	Days	% Complete	Start	Finish		Oct Nov Dec		,			
91	1.3	Phase 3 - Development and Testing	80 d	0%	Fri 1/26/01	Mon 5/21/01			7	/			
92	1.3.1	Develop COTS Product Solution/Complete Development at CFO (3.1)	58 d	0%	Fri 1/26/01	Thu 4/19/01			- (
93	1.3.2	Develop System Test Plan (3.2)	9 d	0%	Fri 4/6/01	Thu 4/19/01							
94	1.3.3	Develop Acceptance Test Plan (3.3)	5 d	0%	Thu 4/12/01	Thu 4/19/01							
95	1.3.4	Develop Deployment Readiness Report (3.4)	21 d	0%	Fri 4/20/01	Mon 5/21/01							
96	1.3.5	Develop Training Plan (3.5)	9 d	0%	Fri 4/6/01	Thu 4/19/01							
97	1.4	Phase 4 - Deployment Within CFO	27 d	0%	Fri 4/20/01	Wed 5/30/01							
98	1.4.1	Develop CFO Implementation Plan (4.1)	21 d	0%	Fri 4/20/01	Mon 5/21/01							
99	1.4.2	Coordinate with Virtual Data Center (VDR), If Needed	6 d	0%	Fri 5/18/01	Tue 5/29/01							
00	1.4.3	Implement at CFO HQ	1 d	0%	Tue 5/29/01	Wed 5/30/01							
01	1.4.4	Develop Training Course Materials and Instruction (4.2)	1 d	0%	Fri 5/18/01	Mon 5/21/01					l l		
02	1.5	Phase 5 - Deployment within Remaining SFA Organizations, Washington HQ	42 d	0%	Tue 5/22/01	Mon 7/23/01							
03	1.5.1	Develop SFA HQ Implementation Plan (5.1)	21 d	0%	Tue 5/22/01	Thu 6/21/01						1	
04	1.5.2	Implementation at Remaining SFA HQ Organizations (5.2)	20 d	0%	Fri 6/22/01	Mon 7/23/01							
05	1.6	Phase 6 - Implement System Improvements	24 d	0%	Tue 7/24/01	Mon 8/27/01						\sim	
06	1.6.1	Develop System Improvement Report (6.1)	24 d	0%	Tue 7/24/01	Mon 8/27/01							
07	1.6.2	Develop CFO, SFA HQ Training Feedback Report (6.2)	24 d	0%	Tue 7/24/01	Mon 8/27/01	1						

	Task		Rolled Up Task	Project Summary		Deadline	B	
Project: Task Order #25, DOEd SFA	Progress		Rolled Up Milestone	Split				
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